

DSS ADMINISTRATIVE LETTER NO. ECONOMIC INDEPENDENCE 4-2003

(Work First and Food Stamps)

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors

Work First Supervisors

SUBJECT: Elimination of Automated Food Stamps

EFFECTIVE

DATE: February 1, 2003

Effective February 1, 2003, EIS will no longer allow the creation of Automated Food Stamp (AFS) cases. These changes are being made to bring EIS into compliance with forthcoming Food Stamp policy regarding Semi-Annual Reporting. Effective February 1, 2003, EIS will no longer allow an entry in the AFS field of the DSS-8124 to combine the Work First case with a Food Stamp case. The 'FS' option in EIS will remain available through February 28, 2003, to allow updates to those cases that are already combined and for those cases pending the combine process.

On the night of February 28, 2003, all AFS cases will automatically be uncombined by FSIS. All uncombined cases will be listed on the NCXPTR report 'DHRSLA SLA162-02 ALL CASES UNCOMBINED SUCCESSFULLY.' The certification thru date on the food stamp case will be changed to the same thru date as displayed in the Work First payment review period. For those cases that contain a payment review thru date of 022003 or earlier, the cert thru date on the food stamp cases will be set to 04/2003. All pending cases that are uncombined will be listed on the NCXPTR report 'DHRSLA SLA763EP-1 LIST OF MANUALLY UNCOMBINED CASES.'

If you have any questions regarding this letter, please contact your Work First or Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

WM/HK/bh